

CHAPTER 1 - INTRODUCTION

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The General Services Administration (GSA) has transferred coverage on real property policies from the Federal Property Management Regulations (FPMR) to the Federal Management Regulation (FMR) (see 41 CFR 102).

1.0 Purpose and Scope

The Department of Commerce (DOC) Real Property Management Manual is the Department's single authoritative reference for real property management policy and procedures. This Manual should be consulted to determine department-wide policy and procedures governing all real property management activities.

This Manual is a comprehensive reference to the Department's policy and procedures on the acquisition, management, utilization and disposal of interests in real property. It summarizes DOC authorities and responsibilities in all areas of real property management and identifies internal and external reporting requirements and accountability practices. Much of the policy and procedures contained in this Manual represents DOC's implementation of binding inter-governmental authorities including Acts of Congress, Executive Orders, decisions of the Comptroller General and regulations issued by government agencies exercising delegated or assigned real property management authority. The balance of the Manual contains policy and procedures which supplement these governing authorities.

1.1 Authority for Manual

Department Administrative Order (DAO) 200.0, Department of Commerce Handbooks and Manuals, Section 4.08, dated December 24, 1996, authorizes the issuance of a DOC Real Property Management Manual that serves as the single authoritative Department real property management reference for all Department employees.

1.2 Applicability

All DOC employees must adhere to the policy and procedures set forth in this Manual when executing real property management functions on behalf of the Department. This Manual does not apply to DOC-occupied properties located outside of the United States and its territories. Such properties are managed by the

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U.S. Department of State in accordance with the Foreign Service Buildings Act of 1926, as amended (22 U.S.C. 292 et seq.) and Volume 6 of the Foreign Affairs Manual (6 FAM 700).

1.3 Treatment of Policy and Procedures in Manual

Department-wide policy and procedures on real property management are integrated topically throughout the text of this Manual.

1.4 Statutory Authorities

When appropriate, the governing authorities implemented in a particular Chapter of this Manual will be listed at the beginning of the Chapter. Pertinent provisions of these governing authorities are incorporated by reference throughout this Manual.

1.5 Supplementation

This Manual may be supplemented by Operating Unit and Administrative Support Center directives covering activities unique to that organization so long as they do not contravene or duplicate any policies or procedures contained herein.

1.6 Maintenance and Distribution

1.6.1 Maintenance and Revision

This Manual is maintained and updated by the Office of Administrative Services. Any suggested revisions should be addressed to: Director, Office of Administrative Services, Room 6316, Herbert C. Hoover Building, Department of Commerce, Washington, D.C. 20230. A courtesy copy should also be sent to the Associate Director, Office of Real Estate Policy and Major Programs, Room 1036, Herbert C. Hoover Building, Department of Commerce, Washington, DC 20230.

1.6.2 Method of Revision

This Manual is being transmitted electronically. As required, revisions to the text will be distributed department-wide electronically identifying the location(s) of updated or revised text.

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1.6.3 Distribution

This Manual is issued electronically department-wide to all DOC positions with responsibilities for carrying out real property management functions. A requirements list of all such positions is maintained by the Office of Administrative Services (OAS), Office of Real Estate Policy and Major Programs (OREPMP). Each Operating Unit or other Departmental element will receive electronic updates and correspondence to the Manual for redistribution to all relevant positions under its control. All organizational elements should notify OAS and OREPMP of any position changes in its real property management structure so that the requirements list can be kept current.